

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

April 26, 1983

MECS MEMORANDUM
No. 92, s. 1983

COMPENSATION AND POSITION CLASSIFICATION
IN THE PHILIPPINE GOVERNMENT

To: Bureau Directors
Cultural Agency Directors
Regional Directors
Chiefs of Services/Heads of Units
Presidents, State Colleges and Universities
Schools Superintendents
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Circular Letter No. 83-4 dated March 16, 1983 of the Office of the Budget and Management, Malacañang, Manila which is self-explanatory.

2. It is requested that the Plantilla Allocation List, duly accomplished, and data/information desired in paragraph 5.0 thereof, except 5.5 for Regional Offices, school divisions, vocational schools (fishery, agricultural and trade) be submitted to this Office not later than May 5, 1983. State colleges/universities and cultural agencies should submit the desired list and data/information direct to the Office of Compensation and Position Classification, OCM Bldg. 3, General Solano Street, San Miguel, Manila not later than May 15, 1983, copy furnished this Office.

3. Immediate compliance is desired.

(SGD.) GONFRE D. CORPUZ
Minister

Incl.:
As stated

Reference:

None

Allotment: 1-2-3-(D.O. 1-76)

To be indicated in the Expenditure Index
under the following subjects:

BUREAUS & OFFICES
OFFICIALS

PLANTILLAS
UNIVERSITIES & COLLEGES

(Enclosure to NCCS Memorandum No. 92, s. 1983)

REPUBLIC OF THE PHILIPPINES
OFFICE OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

CIRCULAR LETTER NO. 85-4
March 16, 1983

To: Heads of Ministries, Bureaus, Offices and Agencies of the National Government, Heads of State Universities and Colleges, Governing Boards of Government-Owned and/or Controlled Corporations and all others concerned

Subject: RELATIVE TO COMPENSATION AND POSITION CLASSIFICATION
IN THE PHILIPPINE GOVERNMENT

1.0 Article XI, 3, Section 6 of the Constitution provides for the standardization of compensation of government officials and employees, including those in government-owned and controlled corporations, taking into account the nature of the responsibilities pertaining to, and the qualifications required, for, the positions concerned.

2.0 For directive of the Cabinet, measures shall be taken to effect such position and compensation standardization as called for by such constitutional mandate.

3.0 PD No. 585 as amended by PD No. 1587 likewise enunciates the fundamental policy of "equal pay for substantially equal work and to base differences in pay upon substantive differences in duties and responsibilities and qualification requirements of the position."

4.0 In consonance with the constitutional mandate, the Office of Budget and Management (OBM) thru the Office of Compensation and Position Classification (OCPC) shall review and update the national compensation and position classification systems to maintain the basic policy of equal pay for substantially equal work.

5.0 In this connection all heads of national government agencies, heads of state universities and colleges and Governing Boards of government-owned and controlled corporations are hereby enjoined to submit within thirty (30) days from the date hereof, to the OBM thru the OCPC, the following data/information:

5.1 One (1) copy of a duly accomplished Position Description Form (OBM-CSC Form No. 1) for each of the position authorized for each agency;

5.2 Data/Information relating to allowances, fringes, supplemental benefits and other additional compensation granted to personnel other than their basic salaries;

5.3 Plantilla Allocation List herein prescribed, attached as Annex A. The Plantilla should be typewritten lengthwise on legal bond paper (8" x 13"); the spaces between items or sub-items, as the case may be, to be double-spaced; should be initialed by the head of the agency or every page; and should contain the following data:

5.3.1 Column (1) Item No. BF Blg. 131/Special Budget (current);

5.3.2 Column (2) Item No. BF Blg. 80/Special Budget (previous); and

5.3.3 Column (3) Classification of position as per BP Blg. 131/Special Budget (current).

5.4 Functional, organization and position charts duly approved by the agency head; and

5.5 List of CFS positions and corresponding ranks and grades authorized for each agency.

6.0 This Circular Letter shall take effect immediately.

(SGD.) MANUEL S. ALBA
Minister of the Budget

A true copy

PLANTILLA ALLOCATION LIST

No. 82/ 131	Item No. CY 1981/ 80 BP. Big. 80 (2)	Present Classification/ Designation of Position (3)	Salary/Pay Range/Grade (4)	Classification of Position After Review/Reevaluation (5)	Salary Grade (6)

RECOMMENDING APPROVAL:

APPROVED:

RECOMMENDED BY:

LUIS R. BALIAZAR
Minister of the Budget

MANUEL S. ALBA

A.C. OFIADA
Director

